

New Leave Year Begins!

The first pay period (1/7/18-2/20/18) of the 2018 Leave Year (LY) has the pay date of Friday, February 2, 2018.

With the new leave year employees will see changes to certain leave accrual types – visible on the February 2, 2018 pay slip.



Be aware of significant processes associated with a new leave year:

Leave Rollover Processing

Excess Leave (Annual or Compensatory Leave) has been rolled over to Sick Leave. Exempt employees who wish to keep leave in excess of the annual limits may request Rollover exceptions by Friday Feb 9, 2018. If eligible for a Leave Payout, that step in the leave rollover processing does not occur until Friday, March 9, 2018.

- See: [2017 Comp Time and Annual Leave Carryover](#)

Personal Day Granting

Personal Days, within the Mctime application, are currently visible and eligible employees may use them in their timecards beginning with January 7, 2018. Employees who work schedules other than 8 hour days and all part-time employees, should review the [Personal Day Usage](#) resource document to understand accrual displays in Mctime.

Initial PTO Granting

Paid Time Off (PTO), within the Mctime application, is currently visible and eligible MLS managers and directors may use them in their timecards. The second allocation of PTO will occur on the pay slip of Friday, August 3, 2018.

MCGEO SLB Decrement

MCGEO employees participating in the MCGEO Sick Leave Bank (SLB) will see an 8 hour leave decrement from their sick leave accruals balance.

Refer to the documents below for additional information:

- See: [2018 Holiday and Pay Day Calendar](#)

Questions? Contact: **Mctime** – mctime@montgomerycountymd.gov